

VACANCY ANNOUNCEMENT

U.S. EMBASSY, LESOTHO

Employment Opening – Driver

The Embassy of the United States of America in the Kingdom of Lesotho seeks an individual for the position of Driver tenable in the General Services Office.

BASIC FUNCTIONS OF POSITION:

Drives passenger vehicles, forklift and truck. Performs chauffeur duties for visitors and Embassy personnel. Performs messenger, customs and mailroom duties.

MAJOR DUTIES AND RESPONSIBILITIES:

100% of time

- Keeps vehicle fleet clean and in serviceable condition. Performs minor preventive maintenance.
- Checks fuel and fluid levels, air pressure and general condition of vehicles on a daily basis.
- Checks dispatch schedule regularly for appointments.
- Submits detailed condition report for each vehicle (brake, lights, tires, steering, shocks, etc)
- Operates passenger vehicles in accordance with Post policy.
- Completes trip tickets and other daily vehicle records and fills in appropriate forms.
- Occasionally operates 3.5ton truck in town, surrounding areas, and neighboring RSA areas to transport equipment, supplies and furniture.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of Secondary School is required.
- b. Prior Work Experience:
The Chauffeur shall meet the minimum age (25), experience (2 years professional experience for chauffeurs), 5 years as a licensed driver.
- c. Post Entry Training:
Safe driver training (Smith System)
- d. Language Proficiency:
Minimum Level 2 English for speaking/reading and Level 4 Sesotho speaking and reading.

- e. Job Knowledge:
Must be familiar with local traffic laws. Low level office clerical experience is required.
- f. Skills, and Abilities
Must have a valid driver's license appropriate to vehicle (s) operated. Must know how to operate photocopy machine.

POSITION ELEMENTS

- a. Supervision Received:
Direct supervision received by the USAID PEPFAR Program Director. Direction received by PEPFAR Coordinator and PEPFAR Agency Directors and Deputies.
- b. Supervision Exercised
None
- c. Exercise of judgement:
Must use judgment when driving vehicle on regular city streets and in mountain areas.
- d. Authority to Make Commitments:
None
- e. Nature, Level, Purpose of Contacts:
GSO, Motor Pool supervisor and other drivers. May include PEPFAR TDY staff and other visitors as deemed appropriate by the supervisor.
- f. Time Required to Perform Full Range of Duties after entry into the Position:
Six months

SELECTION CRITERIA:

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY:

Interested candidates must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS 0174); or
2. A current resume or curriculum vitae that provides the same information as an DS 0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. All forms are available from the Embassy Human Resources Office.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
P.O. Box 333,
Maseru. 100.
Tel: 22-312-666
Fax: 22-310-116
E-mail: infomaseru@state.gov

SALARY RANGE: 49, 926 – 79, 879

OPENING DATE: APRIL 11, 2014

CLOSING DATE: APRIL 25, 2014

Only shortlisted candidates will be contacted.

POINT OF CONTACT

HR Assistant
Telephone: 22-312-666 (ext 4160)
FAX: 22-310-116